

## **Secretary**

### **Duties:**

- Attend all monthly Playschool Committee meetings and emergency meetings when called
- Prepare correspondence of Baturyn Playschool as requested by the Committee
- Assist the Committee where needed
- Pass on all information to the incoming Secretary
- Take accurate minutes of all monthly Playschool Committee meetings and prepare prior to next meeting for approval
- Upload all agendas, reports, meeting minutes and correspondence of the Playschool to the Google Drive
- Create meeting agendas with the Director
- Prepare any flyers or communication of the Playschool for public distribution
- Assist with the Open House, Final Registration event and all fundraising events

## **Treasurer**

### **Duties:**

- Attend all monthly Playschool Committee meetings and emergency meetings when called
- Prepare a monthly financial statement for the Director to present at Board Meetings
- Collect all monies pertaining to Playschool and deposit them into the Playschool bank account
- Pay all accounts when required
- Write cheques for Playschool activities and expenses
- Issue payroll and all associated costs to Playschool contractors
- Collect all fees that are levied by parents
- Perform yearly audits (with the Director and one member of the BCL of good standing)
- File all receipts in an orderly manner so you are able to present them to the Chair when asked
- Assist with all fundraising events

## **Parent Coordinator**

### **Duties:**

- Attend all monthly Playschool Committee meetings and emergency meetings when called
- Prepare monthly parent duty schedules for all classes 5-6 weeks ahead of time to accommodate parents duty requests and post calendars to the Playschool website
- Be the parent liaison to the Playschool Committee
- Assist with all fundraising event